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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 2570.1

Effective Date: April 24, 2003
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[Printable Format \(PDF\)](#)

Subject: NASA Radio Frequency (RF) Spectrum Management Manual

Responsible Office: Space Operations Mission Directorate

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Appendix E: NASA Spectrum Managers' Group (NSMG)

The NSMG is organized to provide a forum for the exchange of information on radio frequency spectrum management requirements, actions and issues among all Center Spectrum Managers.

E.1 Purpose

The group provides the assurance to NASA Headquarters of the Centers' compliance with NASA policy.

E.2 Objectives

The group provides a medium for each Center to input the communications requirements of all current and future projects undertaken by that Center to NASA, OSF, in a timely manner, to ensure that spectrum support is available, as and when required by each project.

The group also provides a means for Center Spectrum Managers to be kept informed on the status and progress of frequency spectrum support issues in the national and international frequency spectrum arenas.

Additionally, the group's meetings provide the opportunity for Centers to comment on proposed Agency and interagency frequency management issues.

E.3 Organization

The group is chaired by the National Spectrum Program Manager, from GRC, on behalf of the AA for OSF. The Chairperson convenes meetings of the group annually. Meeting locations vary to provide each Center Spectrum Manager the opportunity to host.

Each Center Spectrum Manager provides to the group one representative knowledgeable in the communications requirements of all current and future project activities in which the Center is involved. Additionally, the host Center Spectrum Manager will invite a local representative of the OSMA to the annual meeting at their host NASA Center.

The work of the group is recorded by means of three documents:

1. Meeting Minutes^[1], published after each meeting.
2. Action Item List, reviewed and updated at each meeting.
3. Calendar of Events for 1 year, updated monthly.

These documents are distributed, upon request, to all members, in hardcopy format.

^[1]The guidelines in NPG 1441.1, NASA Records Retention Schedules, should be followed to maintain and safeguard these records. Records, documents, reports, etc. can only be disposed of based on the retention periods in NPG 1441.1, If an item is not described in NPG 1441.1, an entry needs to be developed and added to the NPG.

In this instance, contact your Center Records Manager for the procedures.

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